

Personal wellbeing plan

Step	Description	List	Plan
One My reasons for being at work	Remind yourself why you work in your current job. If you're going to do a good job, it's important to look after your mental health and wellbeing.	List as many of your personal reasons for being at work as you can below. Examples: <ul style="list-style-type: none"> • For career development • To put food on the table and pay the bills • Because the organisation aligns with my personal values • • 	This year, I will focus on: Examples: <ul style="list-style-type: none"> • Taking time out for myself and not feeling guilty for it. • Doing one small act of kindness for a stranger or loved one every week. • Nourish my body: go to the dentist, visit the GP for regular health check-ups and incorporate more fruits and vegetables into my diet.
Two My triggers	Its likely certain things raise your stress levels and make distressing or challenging situations more difficult to manage. If you know what your triggers are, then you can anticipate them and put strategies in place to manage them effectively.	List as many things that could cause you stress below. Examples: <ul style="list-style-type: none"> • Not asking for support when I need it • Not taking enough breaks • Hunger • 	
Three My warning signs	Warning signs are changes in thoughts, moods or behaviours that suggest you may be experiencing stress or burnout.	List as many of your own personal warning signs as you can below. Examples: <ul style="list-style-type: none"> • Struggling to keep up with usual workload 	

	Knowing your warning signs can help you take action early.	<ul style="list-style-type: none"> • Having trouble sleeping • Negative 'self-talk' • • • 	
Four Engage in positive work habits	Small actions that improve your personal work environment can help you feel more at ease in times of stress, and in the long term, prevent burnout.	List the things you believe you can do by and for yourself to maintain your wellbeing. Examples: <ul style="list-style-type: none"> • Go for a walk outside • Clean your desk space • Listen to music • • • 	
Five Create a positive and engaging environment for others	Doing things for others is sometimes the best thing we can do for ourselves. Even if it's just honest gratitude, small acts of kindness quickly add up.	List the things you believe you can do with and for others to maintain your wellbeing. Examples: <ul style="list-style-type: none"> • Offer to assist another workmate with their workload • Compliment or congratulate a workmate • Go for a walk or grab a coffee to check-in with a workmate • • • 	

<p>Six</p> <p>Friends, family and workmates I can talk to</p>	<p>Trusted friends, family and workmates can help you feel better by providing practical support, or just being there to listen.</p>	<p>Write down the names and contact details of your main supports. Try to include at least one person in your workplace.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Workmate/coffee buddy – ph. • Best friend – ph. • Mum/Dad – ph. • • • <p>If you don't feel as though you can talk to friends, family or a workmate, below are some options for support:</p> <ul style="list-style-type: none"> • Your workplace Employee Assistance Program • The Beyond Blue online forums • Online and phone mental health resources • Lifeline 13 11 14 	
<p>Seven</p> <p>Professional support</p>	<p>Professional support is always available when you need it.</p> <p>List the names, numbers and/or locations of mental health professionals, crisis teams, hospitals and support services you can contact.</p> <p>In an emergency, always call 000.</p>	<p>My contacts:</p> <ul style="list-style-type: none"> • My GP or mental health professional • Beyond Blue Support Service 1300 22 46 36 • MensLine Australia 1300 78 99 78 • • • 	